



State of New Jersey  
**Department of Environmental Protection**  
**GOVERNMENT RECORDS REQUEST FORM**



**Important Notice**

Attached to this form is important information related to your rights concerning government records and the address to which this form must be submitted. Please read this form and the attachment carefully. In addition, please note that you may complete and submit requests electronically on the Internet at <http://www.nj.gov/dep/opra>.

**Requestor Information – Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
Company \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
Business Hours Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_  
Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspect \_\_\_\_\_  
**Circle One:** Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**

Max. Authorization Cost \$ \_\_\_\_\_  
Select Payment Method  
Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_  
Fees Pages 1-10 @\$0.75  
Pages 11-20 @\$0.50  
Pages 21 - @\$0.25  
Deliv: Delivery / postage fees additional depending upon delivery type.  
Extras Extraordinary service fees dependent upon request.

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

**STATE USE ONLY**

Est. Document Cost \_\_\_\_\_  
Est. Delivery Cost \_\_\_\_\_  
Est. Extras Cost \_\_\_\_\_  
Total Est. Cost \_\_\_\_\_  
Deposit Amount \_\_\_\_\_  
Estimated Balance \_\_\_\_\_  
Deposit Date \_\_\_\_\_

**STATE USE ONLY**

**Disposition Notes**  
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open \_\_\_\_\_  
Denied - Closed \_\_\_\_\_  
Filled - Closed \_\_\_\_\_  
Partial - Closed \_\_\_\_\_

**STATE USE ONLY**

**Tracking Information**

Tracking # \_\_\_\_\_  
Rec'd Date \_\_\_\_\_  
Ready Date \_\_\_\_\_  
Total Pages \_\_\_\_\_

**Final Cost**

Total \_\_\_\_\_  
Deposit \_\_\_\_\_  
Balance Due \_\_\_\_\_  
Balance Paid \_\_\_\_\_

**Records Provided**

\_\_\_\_\_  
Custodian Signature

\_\_\_\_\_  
Date

# Requesting access to NJ Department of Environmental Protection Records under OPRA (N.J.S.A. 47:1A-1 et seq.)

## Information Regarding the Requested Records

Are you involved in litigation with NJDEP or in litigation with another entity related to the records you are requesting?

☐ Yes ☐ No

If your request is in reference to a facility, site or parcel of land, please provide the Municipality and County where the facility, site or parcel of land is located:

County: \_\_\_\_\_

Municipality: \_\_\_\_\_

If your request is in reference to a specific parcel of land, please provide the street address, block, lot and property owner of the parcel of land:

(Note: if the property in question is over multiple blocks and lots, please list all in the description field below)

Street Address 1: \_\_\_\_\_

Street Address 2: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Owner: \_\_\_\_\_

If your request is in reference to a single facility, please provide the facility name, and the name of the facility operator:

Facility Name: \_\_\_\_\_

Operator Name: \_\_\_\_\_

Please provide the name of the owner of the facility or parcel of land:

Owner Name: \_\_\_\_\_

Is your request in reference to NJDEP Enforcement?

(Inspections, Investigations or Enforcement Actions, Citizen Complaints, Facility Notifications/Self Reporting)

☐ Yes ☐ No

Is your request in reference to NJDEP Site Remediation?

(Underground Storage Tanks, ISRA, Voluntary Cleanup, Superfund, Responses to Environmental Emergencies, Calls to the Environmental Hotline)

☐ Yes ☐ No

If the request is in reference to a particular permit issued by NJDEP, please provide the type of permit and any identifying numbers such as permit, incident or case numbers. (i.e. Fishing, Hunting, Hazardous Waste, Solid Waste, Land Use, NJPDES, Pesticides, Stream Encroachment, TWA, UST, Water Allocation)

List Permit Type:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List ID Numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If your request is in reference to an individual, please provide the individual's name and type, and if the individual is a NJDEP employee, your relationship with the individual:

Individual's name: \_\_\_\_\_

Type of Individual:

☐ DEP Personnel

☐ Facility Owner or Operator

☐ Licensed Individual

☐ Other. Explain: \_\_\_\_\_

Relationship: \_\_\_\_\_

If the request is related to a license issued by the NJDEP or an individual holding a NJDEP license, please specify the license type:

License Type:

☐ Fishing/Hunting

☐ Landscape Irrigation

☐ Pesticide Applicator

☐ Radiation Technician

☐ Waste Hauler

☐ UST Contractor

☐ Wastewater Plant Operator

☐ Water Plant Operator

☐ Well Driller

☐ Other. Explain: \_\_\_\_\_

Please select how you want to access your requested records:

☐ On-Site Access or Visit

☐ Send Paper Copies

☐ Send Electronic Copies

☐ Other. Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Your Rights Under OPRA**

1. In order to request access to government records in the possession or control of the NJDEP under the Open Public Records Act (OPRA), you must complete all the required portions of this request form and date it. The form must be delivered in person during regular business hours or mailed or electronically submitted to the **NJDEP Office of the Records Custodian** (address below). Your request is not considered filed until the NJDEP Office of Records Custodian has received a completed request form. If you submit this request form to any other officer or employee of the NJDEP, that officer or employee does not have the authority to accept your request form on behalf of the NJDEP and the form will be directed to the NJDEP Office of Records Custodian. The form will not be considered received until it is received in the Office of Records Custodian.
2. If you request access to government records from someone other than the Office of Records Custodian and do not use the NJDEP request form, or, if you make a request for access by telephone, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request. However, applicable exemptions from disclosure under OPRA will apply.
3. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the State of New Jersey and presented or mailed to the NJDEP Office of Records Custodian (address below). Do not mail cash.
4. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
5. Anonymous requests, when permitted, may require a deposit of estimated fees if the request fee exceeds five (5) dollars. You agree to pay the balance due upon delivery of the records.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
7. By law, the NJDEP must notify you that it grants or denies a request for access to government records within seven business days after the Office of the Records Custodian receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the NJDEP is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the Records Custodian fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
11. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the NJDEP to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law.
12. An OPRA request for access to a government record is itself public information. Therefore, the person requesting access to the government record should be aware that the information provided on the form may be disclosed.
13. Requests for NJDEP records under OPRA may only be sent to the address specified below. Any request sent to an address other than the one specified below is subject to denial. All requests and/or fees must be mailed to the following address:

Department of Environmental Protection  
Office of Records Custodian  
Attention: Public Records Requests  
401 East State Street  
P.O. Box 442  
Trenton, New Jersey 08625-0442  
(609) 341-3121  
[records.custodian@dep.state.nj.us](mailto:records.custodian@dep.state.nj.us)  
<http://www.nj.gov/dep/opra>